



KANSAS

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DEPARTMENT OF ADMINISTRATION

Date: April 4, 2003

To: Agency SHARP Contacts

From: SHARP Upgrade Steering Committee
Dale Brunton, Director, Division of Accounts and Reports
Denise Moore, Director, Division of Information Systems and Communications
Jack Rickerson, Director, Division of Personnel Services

Subject: SHARP 8.0 Security Forms for SHARP Users

In preparation for the SHARP 8.0 implementation User Security Roles have been defined and SHARP Security Forms have been finalized. A Role is a group of job functions that a user needs to perform their job tasks. All SHARP users must complete a new security form. No current sign-ons will be carried forward. The Agency SHARP Contact is responsible for the following tasks:

- 1) Agency SHARP Contact determines the Roles that each user in their agency will need in SHARP 8.0 and completes security form.
- 2) Agency SHARP Contact submits one security form for each agency user to Kristine Scott in Division of Personnel Services (DPS) by Wednesday, April 30, 2003.
- 3) DPS notifies Agency SHARP Contacts as Computer Based Training (CBT) becomes available.
- 4) Agency SHARP Contact notifies the agency users to begin training and take the CBT tests required by their requested Security Role.
- 5) After CBT tests are completed, DPS opens system access to the user's new Security Role and notifies the Agency SHARP Contact.

Attached you will find two security request forms, the SHARP Agency Security Request Form and the SHARP Statewide Security Request Form. For your convenience, they are in both PDF and Excel format. The SHARP Agency Security Request Form Guide is also attached to help the user select the correct Roles.

The **SHARP Agency Security Request Form** must be completed for each person in your agency who will require access to SHARP. There are four sections to complete this form: SHARP user's information, access requested, user's highest level of access, and agency sign off. Please fill out all sections of this request form as completely as possible.

In the first section (SHARP user's information) of the form, please fill out all requested information. Please include the User's current SHARP User ID(s) in the User ID space on the form. For the *Security Action Requested*, please check 'New User'.

The second section (access requested) has four columns: Access, Roles, Access included, and Description. The guide (SHARP Agency Security Request Form Guide) has been enclosed to help you determine access for the user. Please check the appropriate boxes to ensure that the user has the correct access to SHARP to complete their job duties. *Roles with Update Access* (first page) will require the user to pass a CBT. Users must pass those CBTs prior to gaining initial access to SHARP. Users are encouraged but not required to complete CBT's for the *Roles with View Only Access* (second page).

In the third section (SHARP user's highest level of access), please list the highest level department number that the user will need to access. For example, if the user only requires access for their section/unit, list their 10 digit section number (i.e. 1733587120 for the Information Services Section in the Division of Personnel Services in Department of Administration). If the user requires access for the entire agency, list the 3 digit agency number (i.e. 173 for Department of Administration). If the user requires multiple agency access, you would list all the 3 digit agency numbers (i.e. 173, 629, 276, and 565).

Please complete the last section (agency sign off) to authorize the employee's access.

The second security form, **SHARP Statewide Security Request Form**, specifically for Display Only access to statewide data.. One or two additional sign-ons may be requested for each agency. This form only needs to be completed for those users (one or two per agency) that will require access.

Completed forms may be e-mailed as an attachment to kristine.scott@da.state.ks.us or printed and sent to:

Kristine Scott
Division of Personnel Services
LSOB, 900 S.W. Jackson, Rm. 901-N
Topeka, KS 66612

Please submit requests for access for all SHARP users in your agency no later than **Wednesday, April 30, 2003**. If, in reviewing the enclosed documents, you still have questions that have not been addressed, Kristine Scott will be happy to work with you. You can reach her by e-mail at kristine.scott@state.ks.us or by phone at (785) 296-2626.

Attachments